

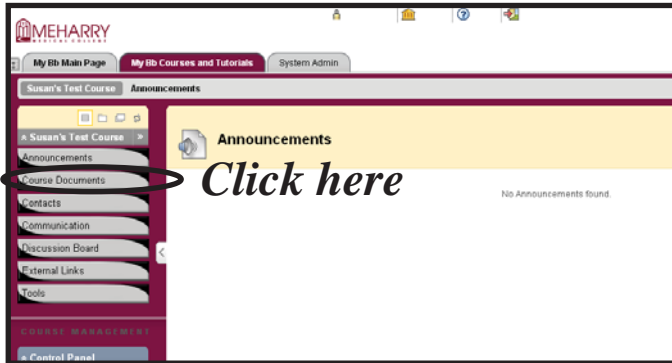


# Uploading Documents

Your course documents are all of the learning materials you provide to the students to help them succeed in your class:

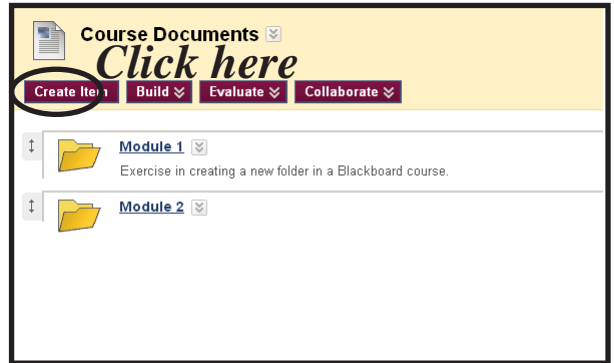
- Lecture slides
- Lecture notes
- Case studies
- Reference samples
- Practice questions
- Figures, maps, illustrations
- Links to relevant websites
- Additional materials

1. In your course, select a **Content Area**.

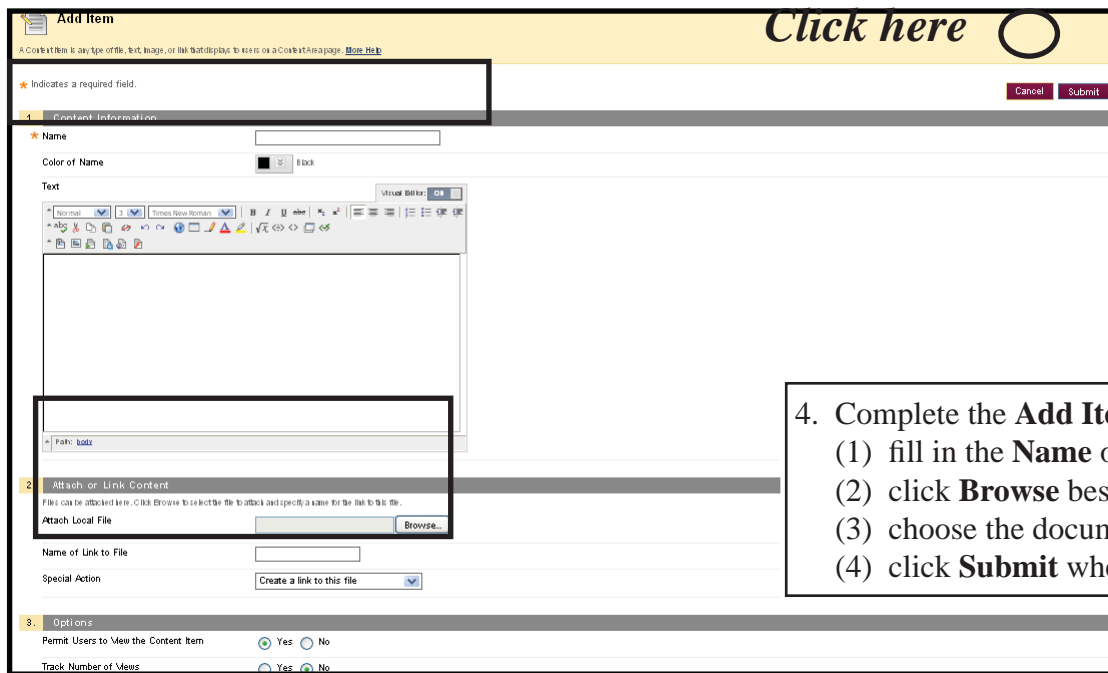


2. Click to enable **Edit Mode**.

Click **Create Item**.



3. The **Add Item** page is displayed for you to upload your document in.



4. Complete the **Add Item** page.
- (1) fill in the **Name** of your file
  - (2) click **Browse** beside **Attach Local File**
  - (3) choose the document you want to upload.
  - (4) click **Submit** when you've finished.

**Tip:** In the sections of the **Edit Item** screen you can add an additional description, determine the availability of the syllabus, and choose if you would like to track how many times it is viewed.